

DUTY STATEMENT

Classification: Energy Commission Specialist I (FO)	Position No. 6200-4947-012
CBID: S10	Office: Fossil Fuels
Date Prepared: October 3, 2008	Division: Fuels and Transportation
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

Under the direction and supervision of the Energy Commission Supervisor II (FO), the incumbent serves as part of an interdisciplinary team to monitor and analyze the adequacy of California's transportation fuels infrastructure and potential impacts on fuel supply and prices from infrastructure problems and supply shortages. The major data source for monitoring and analysis is through the Energy Commission's authority granted by the Petroleum Industry Information Reporting Act (PIIRA). The PIIRA program is comprised of a highly-sensitive, confidential data reporting system that requires refiners, oil companies, and distributors to submit proprietary information about crude oil, petroleum product, and transportation fuel inventories, shipments, production, and prices. The incumbent will work independently or as a team member in the preparation of analytical assessments and technical reports on transportation fuel supply issues including:

- Availability, supply, price, and economic impacts relating to transportation fuel products in California
- Nature, cause, and extent of crude oil or transportation fuel product shortages
- Emerging trends related to supply, demand, and use of crude oil and transportation fuel products
- Present or future constraints in the transportation fuel infrastructure and distribution system
- Potential for improvements to California's infrastructure to better facilitate economically adequate responses to unanticipated supply disruptions

WORKING CONDITIONS:

The work is performed in an indoor office and meeting room setting involving sitting, standing, and walking. Travel may be required to participate in workshops, hearings, and meetings, and outdoor project site visits that may consume one to five percent of the time. Additional hours beyond an eight-hour workday or forty-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and Internet browsers; participate in and lead meetings with other staff other agencies, and stakeholders.

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